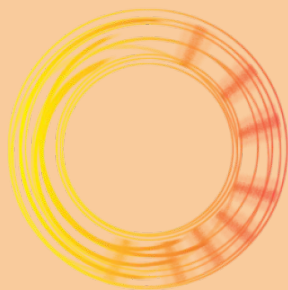


Cataloging California

An Introduction to California Revealed's Description Assistance

December 10, 2021 | californiarevealed.org



CALIFORNIA
REVEALED

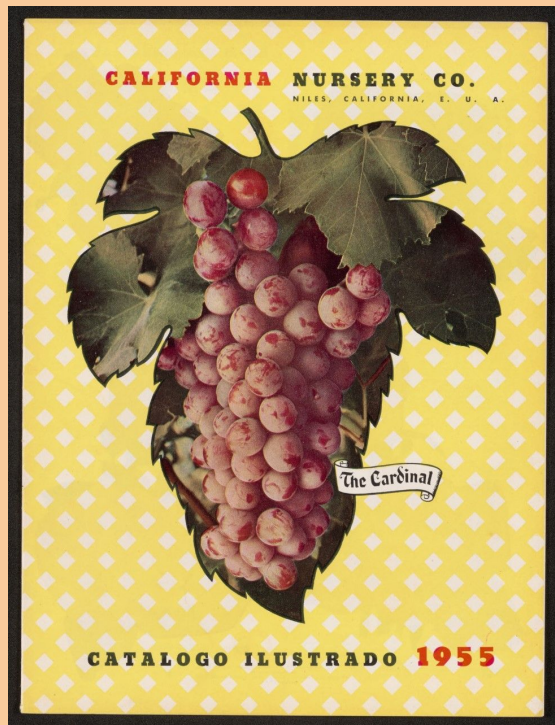


California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE



INSTITUTE of
Museum and Library
SERVICES

Agenda



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A68243>

- Meet and Greet
- Intro to California Revealed
- Cataloging California
 - Overview
 - Application Process
 - Timeline & Deliverables
- Cataloging your Collection: Best Practices for Digitization
 - Identify & Assess Your Collection
 - Begin the Cataloging Process
 - Metadata Creation & Standards
 - Required & Recommended Fields
- Questions & comments



Permalink: <https://californiarevealed.org/islandora/object/cavwp:28572>

Intro to California Revealed

Our Services

- Digitization, preservation, online access
- Metadata harvests
- Intro to digitization workshops/webinars
- Community archiving workshops
- Processing, cataloging, rehousing projects
- Community outreach projects
- Memory Lab training/support



Permalink: <https://californiarevealed.org/islandia/object/camp/63A112302>

Our Team

PRESERVATION MANAGERS

Casey Winkleman - print collections

Shahed Dowlathshahi - audiovisual collections

Megan Lohnash - digital collections

DIGITAL SERVICES LIBRARIANS

Willow Germs

Liz Seeley

OUTREACH COORDINATOR

Max Goldberg

DIRECTOR

Pamela Vadakan

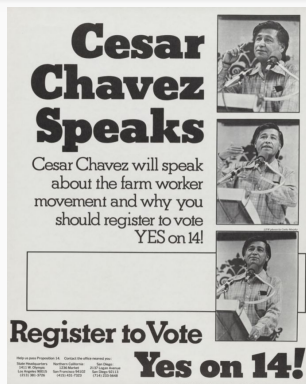


Permalink: <https://californiaeveal.ed.org/islandora/object/cvmp%3A174826>

California Revealed collections



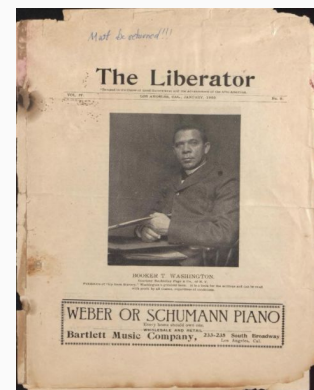
17,604 images



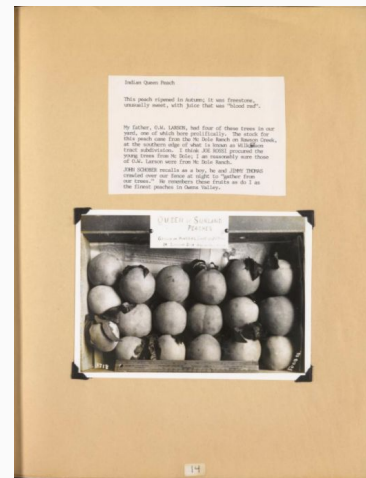
10,117 sound recordings



8,884 moving images



50,447 texts





Permalink: <https://californiaeaval.edu.org/islandora/object/camp%3A28681>

What is Cataloging California?

Cataloging California: Overview

*Receive up to \$3,000 in reimbursements
to process, describe, and catalog California-related library materials*

- Timeline: work must be completed between January 1st and June 30th 2022
 - Funds can be used for rehousing supplies and labor
 - Metadata guidelines and inventory sheet will be provided
 - Minimum required fields
- California Revealed offers webinars and support throughout grant cycle

***The inventory can feed into California Revealed's
Digitization and Preservation awards nomination process!***

Cataloging California: Application Process

Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A69613>



- Choose collection(s) to catalog
Considerations:
 - Local/state historical significance
 - Digitization & access as an end goal
 - Time frame and cost
- Complete application and submit
- Include a simple budget of expected expenses
 - \$28/hr minimum for cataloger
 - Processing and rehousing supplies

Application due Friday, December 17, 2021
<https://californiarevealed.org/describe>

Timeline & Deliverables

- Process begins January 1st
- Informal Zoom meetups throughout grant cycle (Dates TBD)
- Collection inventory submitted to CA-R by June 30th
- Apply for Digitization and Preservation program by late August (separate application)
- Reimbursement requests processed within 30 days



Permalink: <https://californiarevealed.org/islandora/object/cauwp%3A1122511>



Permalink: <https://californiarevealed.org/islandora/object/caavp%3A24437>

Why catalog?

We don't have the reach to save everything.

**We don't have the reach to save everything.
We don't have the resources to save everything.**

We don't have the reach to save everything.
We don't have the resources to save everything.
Triage and selection are necessary.

Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A174660>



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A174659>

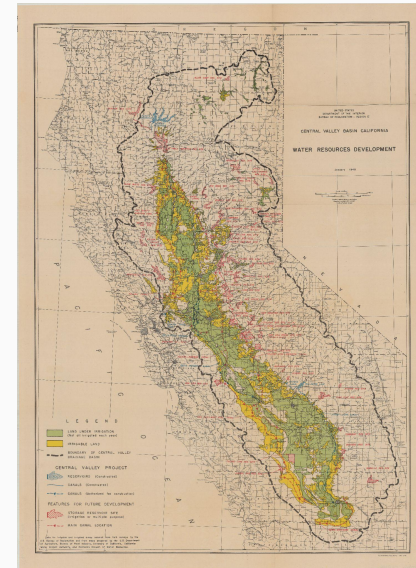
Cataloging your Collection: Best Practices for Digitization

Locate and Identify your Collection

What is it? Where is it? Why are you cataloging it?

Collections must conform to CA-R's Selection Criteria

- Statewide and/or local historical significance that contributes to an understanding of the history of California and its diverse populations
- Risk of loss or damage due to physical condition
- Risk of loss due to format obsolescence
- Titles most requested by users



Permalink: <https://californiarevealed.org/islandora/object/cawpj%3A183139>

Assess and Evaluate the Needs of Your Collection

What is the current state of arrangement and description?

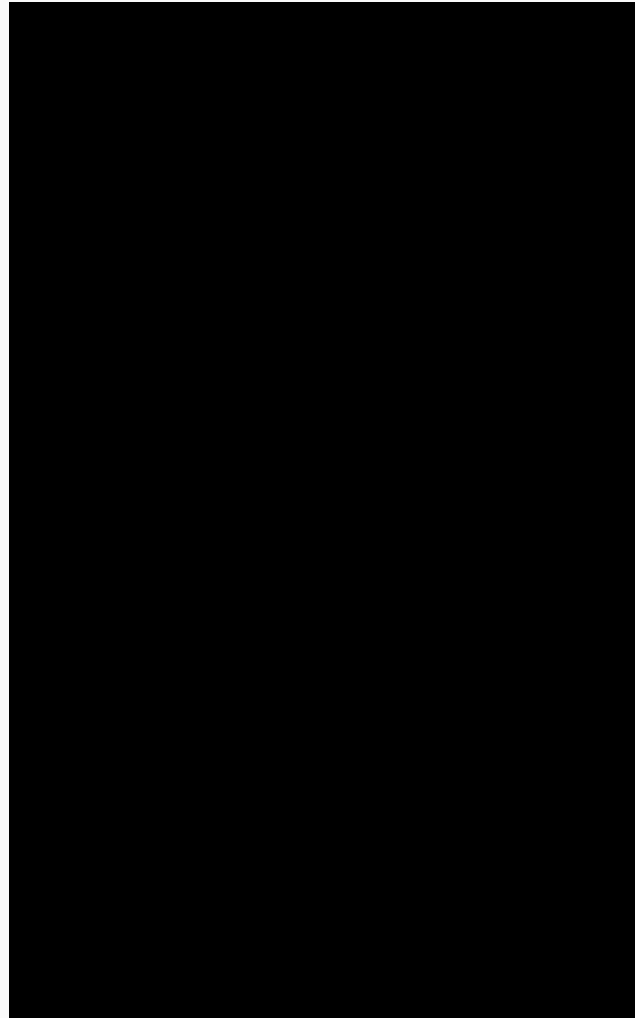
What would you like to achieve? What CAN you achieve?

Factors to Consider

- Size and condition of the collection
- Type/format of materials
- Rehousing requirements
- Current state of description and arrangement
- Intended state of description and arrangement
- Available labor time and skills of those doing the cataloging
- What else would/should you consider?



Beginning the Cataloging Process



Cataloging California: Where to Begin

Where to Begin?
... It depends!



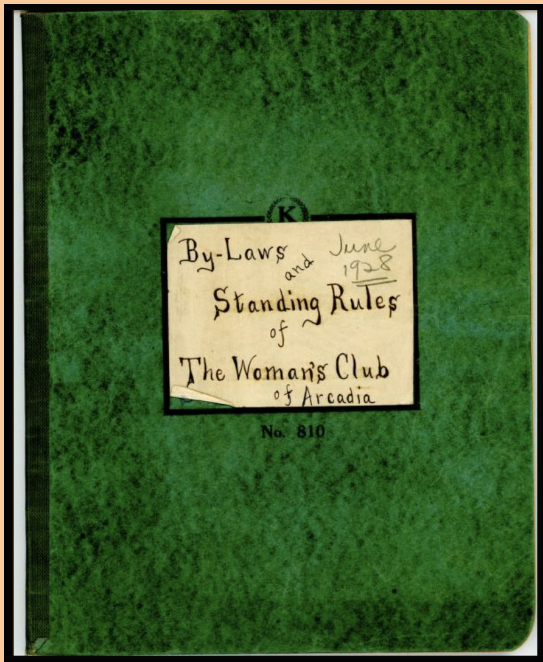
Metadata Creation



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A28449>

Inventory using the CA-R Excel spreadsheet:

- CA-R will provide Awardees with an Excel spreadsheet, already formatted to include our required metadata fields
 - Includes a READ ME page with links to additional resources and controlled vocabularies along with links to the Metadata Guidelines
- Catalogers will record item-level metadata records in the Excel spreadsheet for the materials they are cataloging, in accordance with our metadata guidelines
 - Separate tabs for print, AV and digital formats



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A233297>

Metadata Standards

CA-R Metadata Guidelines & Standards:

- The item-level inventory, completed using the provided CA-R Excel spreadsheet, must adhere to [CA-R's Metadata Guidelines document](#)
 - Updated guidelines will be released in early January 2022: follow while creating your metadata
 - Separate metadata guidelines for print and AV materials, both available on our website
 - Serves as a glossary in relation to the fields outlined for each item in the Excel spreadsheet
 - Outlines specific formatting needs
 - Offering guidance regarding the creation of titles, descriptions, and other free text fields
 - Explains and lists the standards and controlled vocabularies in greater detail
- We use Dublin Core as our schema for print materials, and PBCore for AV materials

Required fields

- Main title
- Unique identifier – call number or temporary identifier
- Created date(s)
- Creators and contributors
- Significance to local and state history
- Description
- Copyright statement
- Media type
- Format
- Condition
- Extent – total number of pages/tapes/reels
- Extent – dimensions/running time

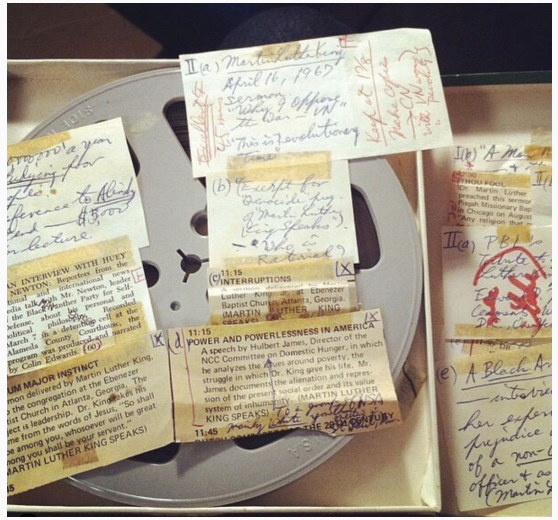
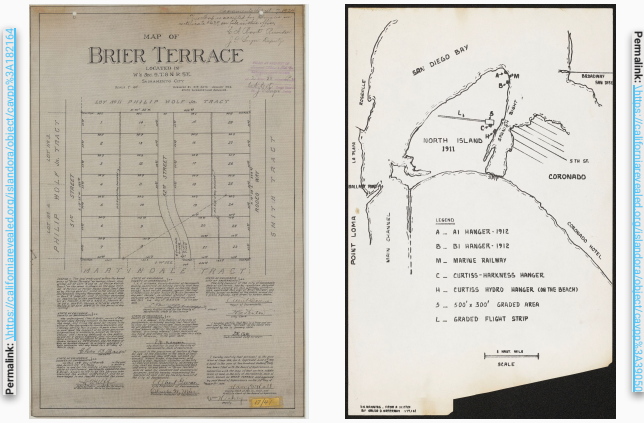
Recommended fields

- Subject topics***
- Subject entities***
- Spatial coverage***
- Temporal coverage***
- Generation
- Item annotations
- Language
- Country of creation

Required metadata fields

- Main title
 - A unique and descriptive name used to identify and discover the item within the repository. Titles may be formal or supplied. This field will be viewable to the public and used to find and access your materials.

Formal
VS.
Supplied



Permalink: <https://californiaelected.org/islandora/object/cauho/3A20444>

Required metadata fields

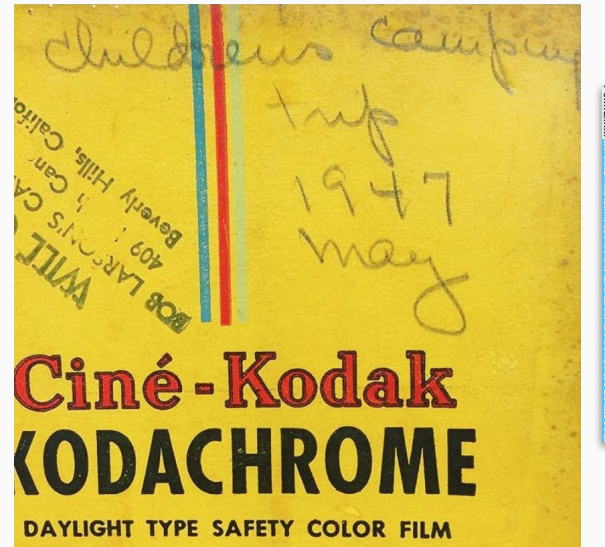
- Main title
- Unique Identifier
 - A unique identifier, in the form of a Call Number or Temporary Identifier, is required to distinguish your items within our system.



Many institutions already have identifiers assigned to their objects. However, uncataloged materials often don't. What system will you use to discern between objects?

Required metadata fields

- Main title
- Unique Identifier
- Created date(s)
 - Date that pertains to the activity of creating the resource. Dates must be formatted using the Library of Congress Extended Date/Time Format in order to be submitted into the CA-R repository. This field will be viewable to the public and used to find and access your materials.



Example

Example (July 1976)

Example (1890s)

Example (circa 1890s)

Example (August 1, 1993 to April 5, 1994)

Example (August 1, 1993, April 5, 1994)

Example (20th century?)

Example (Unknown)

1976-07-04

1976-07

189X

189X~

1993-08-01/1994-04-05

[1993-08-01, 1994-04-05]

19XX?

XXXX

Required metadata fields

- Main title
- Unique Identifier
- Created date(s)
- Creators and contributors
 - A person, family, or group responsible for, or involved in, the creation and dissemination of the material, such as the creator, a publisher, or a copyright holder.

Who helped create the object?



Permalink: <https://californiarevealed.org/islandora/object/caavp%3A69508>

Required metadata fields

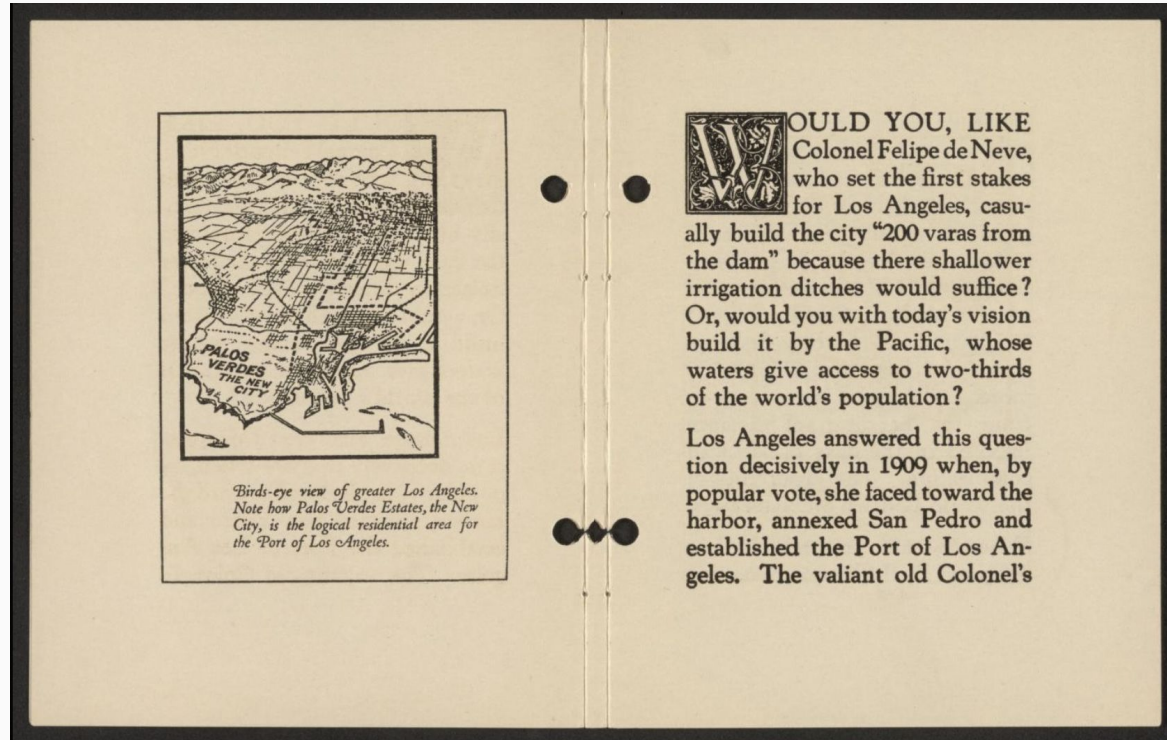
- Main title
- Unique Identifier
- Created date(s)
- Creators and contributors
- Significance to local and state history
 - Explain why the object or collection is significant to California and/or local history. Please justify why the object should be preserved and made accessible for future generations. This field is used to determine whether the materials are appropriate for digitization and inclusion in the California Revealed collection.



Required metadata fields

- Main title
- Unique Identifier
- Created date(s)
- Creators and contributors
- Significance to local and state history
- Description
 - A summary of the intellectual content of the object and any contextual information necessary to understand the importance of the object from a research perspective. Use as much detail as possible to enhance discoverability. This field will be viewable to the public and used to find and access your materials.

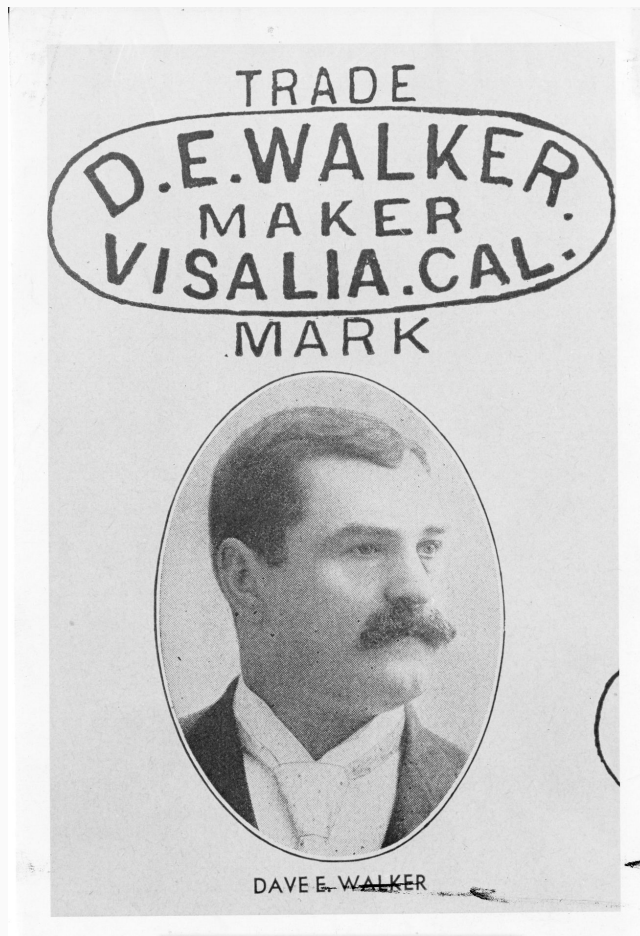
*How would you explain the object to someone who has never seen it?
And- what do you need to explain that someone WOULDN'T know from interacting with the object?*



Permalink: <https://californiarevealed.org/islandora/object/cayote/3A27200>

Required metadata fields

- Main title
- Unique Identifier
- Created date(s)
- Creators and contributors
- Significance to local and state history
- Description
- Copyright statement
 - This field provides information about rights held in and over the resource. copy and paste the one of the three boilerplate statements supplied in the MDG, amending the text in red brackets to associate the statement with your institution.
 - As of January 1, 2021, most materials created prior to 1925 are considered Public Domain and can be freely used by the public. To determine if an object falls in the public domain, consult:
<https://copyright.cornell.edu/publicdomain>

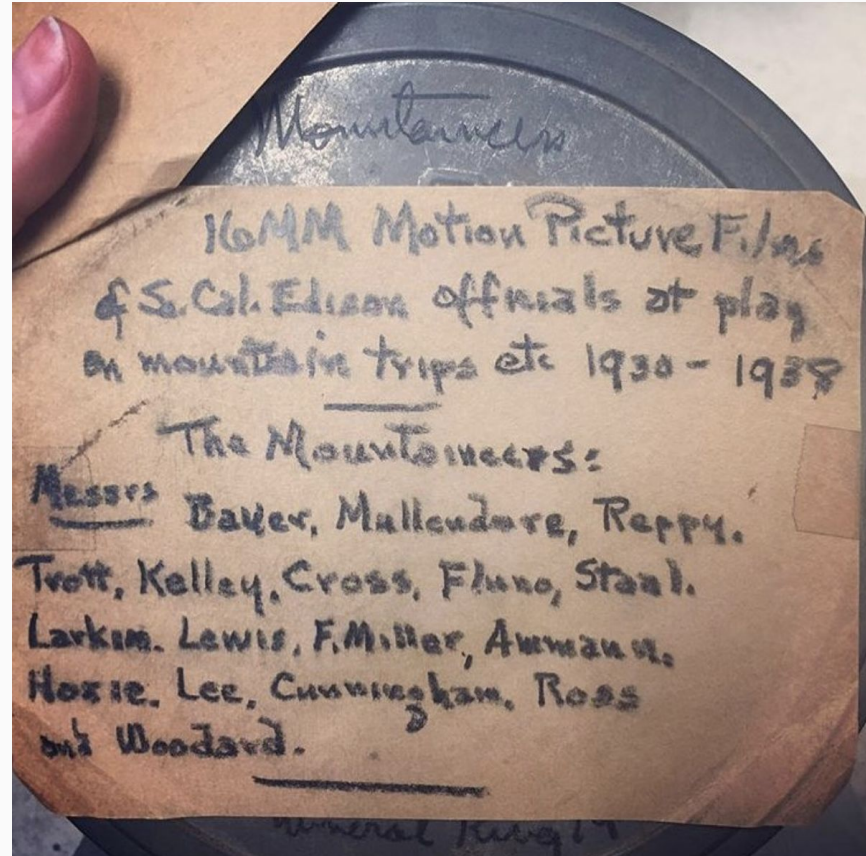


Permalink: <https://californiaevedad.org/islandora/object/cavon%3A176210>

*Who owns
the rights
to the
object
?*

Required metadata fields

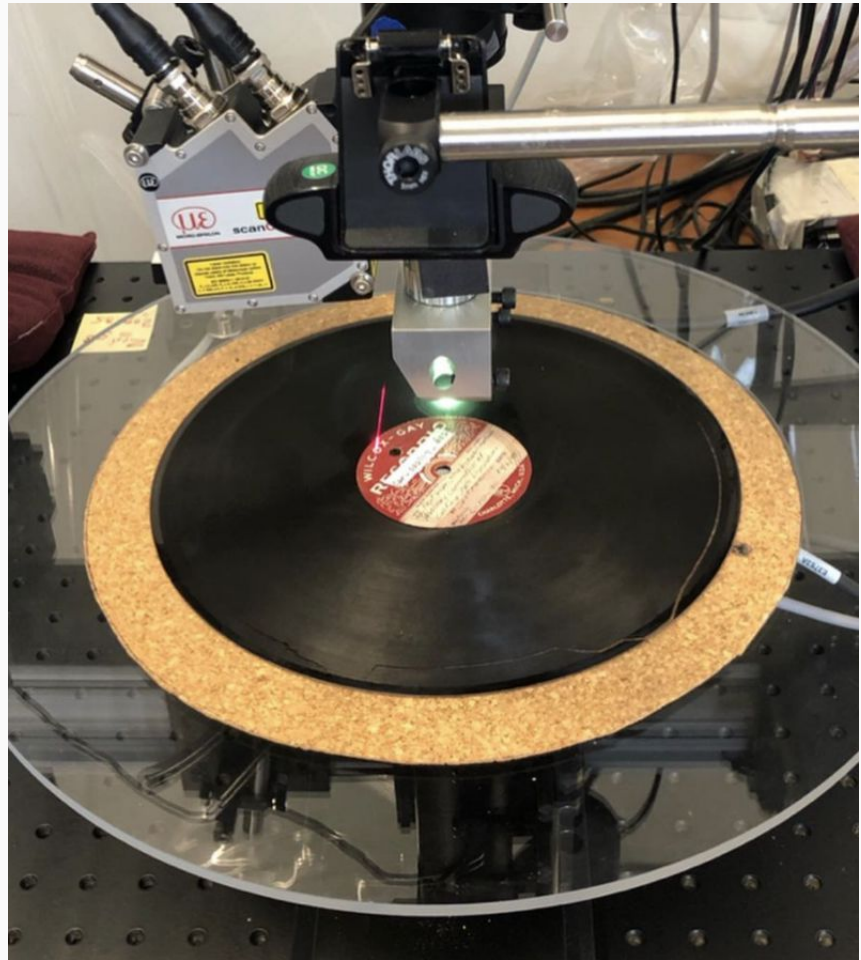
- Main title
- Unique Identifier
- Created date(s)
- Creators and contributors
- Significance to local and state history
- Description
- Copyright statement
- Media type
 - A controlled field denoting the type of resource within the CA-R repository. For print materials, choose between two options: "Still Image" or "Text." For A/V materials, choose between "Moving Image" or "Sound."



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A23698>

Required metadata fields

- Main title
- Unique Identifier
- Created date(s)
- Creators and contributors
- Significance to local and state history
- Description
- Copyright statement
- Media type
- Format
 - Identify the physical format of the resource using our controlled vocabulary, e.g. Microfilm, U-matic, Photograph, Flyer



Required metadata fields

- Main title
- Unique Identifier
- Created date(s)
- Creators and contributors
- Significance to local and state history
- Description
- Copyright statement
- Media type
- Condition
 - Describe the material's physical condition. Used to determine if the material is deteriorated, damaged, or requires special handling.



Required metadata fields

- Main title
- Unique Identifier
- Created date(s)
- Creators and contributors
- Significance to local and state history
- Description
- Copyright statement
- Media type
- Extent (Parts)
 - Total number of pages/tapes/reels



*Per object:
How many
pages?
How many
tapes?*

Required metadata fields

- Main title
- Unique Identifier
- Created date(s)
- Creators and contributors
- Significance to local and state history
- Description
- Copyright statement
- Media type
- Extent (Parts)
- Extent (Dimensions or running time)
 - For print, the length and width of the physical object in inches or centimeters. For A/V, the length of time it takes to play the material.



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A16980>

*How long?
How wide?
How many minutes?*



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A25506>

Recommended metadata fields

- Subject topics***
- Subject entities***
- Spatial coverage***
- Temporal coverage***
- Generation
- Item annotations
- Language
- Country of creation



*What else
can you tell
people
about the
object?*



Permalink: <https://californiarevealed.org/island/a/object/cavwp%3A28691>

Upcoming application deadlines

Cataloging California: Description Assistance

Friday, December 17, 2021: Application due

<https://californiarevealed.org/describe>

Our Collections, Our Communities: Outreach Assistance

Friday, December 17, 2021: Application due

<https://californiarevealed.org/community-outreach>

Community Archiving Workshop Assistance

January 2022: Application coming soon

<https://californiarevealed.org/caws>

Digitization and Preservation Assistance

August 2022: Application coming soon

<https://californiarevealed.org/digitize-and-preserve>



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A113207>

Questions? Comments?



Permalink: <https://californiarevealed.org/islandora/object/cauwp%3A176590>

Thanks!

Keep in touch!

team@californiarevealed.org

916-603-6719

californiarevealed.org



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SERVICES